

**State of Delaware –Delaware Women's Workforce Council  
Education and Research Committee  
Office of Women's Advancement and Advocacy  
Department of Human Resources**

**Committee Meeting**

Wilmington, Carvel Building, State Department Arts Conference Room 4th floor

Monday, August 13, 2018

11:00 am to 12:30 pm

**Attendees:**

Carling Ryan, Office of Women's Advancement and Advocacy

\*Chairperson Yvonne Gordon, Christopher Waters, Erin Goldner

**DRAFT MINUTES**

**Call to Order and Roll Call:**

The meeting was called to order by Chairperson Yvonne Gordon at 11:00 am. The chairperson thanked everyone for coming.

**Discussion about what the committee was created for**

This committee came about from the workforce committee strategic planning committee. The committee is to make a report for pay equity for women in the State of Delaware. The report will be about the public and private sectors pay equity. The committee will start with the State of Delaware in the public sector by looking at their pay structure. There was a question about whether there is a pay study being done by the State of Delaware. Carling reported that she was not in those meetings but she thinks the State of Delaware should be done with their study in November. The committee would like to use the study from the State of Delaware and they also agreed that the committee would like to see if the City of Wilmington and New Castle County are also doing a pay study. The committee has asked Carling to research all three government agencies to see if they have any pay equity studies. The State of Delaware should have the report out for General Assembly this coming January. The committee talked about using DelDOT and DHSS as a model for studying pay equity. The committee talked about using Delaware State University or the University of Delaware to help with research or writing a survey. It is agreed that a survey will be used to gather information.

The committee agreed that they would like to see studies from all three government agencies before going forward with their study. The committee talked about gathering information for gender equality and advancement opportunities through using surveys. The committee talked about researching the Ivy report. The committee will look at the Ivy report and how they can use it in a survey. It was stated that the University of Delaware and Delaware State University has a contract for working with the State of Delaware. The committee ask Carling to see if the universities have any pay equality studies.

**What Committee will accomplished?**

Committee would like to have a focus group to hear what employees have to say about pay equity (they would do this after the State of Delaware Pay study is done). Yvonne Gordon will look at the RFP for the State of Delaware pay equity report.

It was suggested that a survey be used for gathering information with smaller agencies and then be used to gather information from the larger agencies. The survey will help the Committee decide where they need to deal with agencies in certain areas and what the committee needs to do in those areas. Once the committee gets the States, County and City of Wilmington report studies, then the committee can decide how they want to take the reports further. The following questions can be asked on surveys.

- How is job satisfaction?
- What types of caseloads do you have?
- How are positions held differently by men and women?
- Can you post for mid-grade salary?

The committee suggested to use University of Delaware to help analyze report.

### **Discussion for action plan that goes with strategic plan**

Committee discussed doing the background research for what government agencies have done in the last ten years for pay equity. Determine what information can be used from the report to make gender equity known. Start gathering information from the State of Delaware and look to see what the committee can use to start their report. The committee talked about the salary negotiation classes with the AAUW. The committee wanted information on how many classes will be needed and where would the classes be held. The committee will ask Melanie if webinars can be used for salary negotiations to bring in more people.

### **Next Steps**

The committee has agreed that Carling will get pay equity reports from the City of Wilmington, State of Delaware and New Castle County Government. Carling is also to gather information from Delaware University and the University of Delaware. Yvonne will look at State of Delaware RFP to see what will be in State's pay equity report to see if there is any information the committee can use to start their report. Chris and Carling will look at the Ivy Report to see what information can be used to help the committee with their study. Carling will have information from the State of Delaware, City of Wilmington and New Castle County to see what the committee can use to start their study at the next Workforce Council Meeting. The committee agreed to wait for the report from the State of Delaware to come out in November.

Meeting adjourned at 12:30pm.